

Beginning Billing Workshop

CMS 1500

Colorado Medicaid
2015



COLORADO

Department of Health Care
Policy & Financing



Centers for
Medicare &
Medicaid
Services



COLORADO
Department of Health Care
Policy & Financing

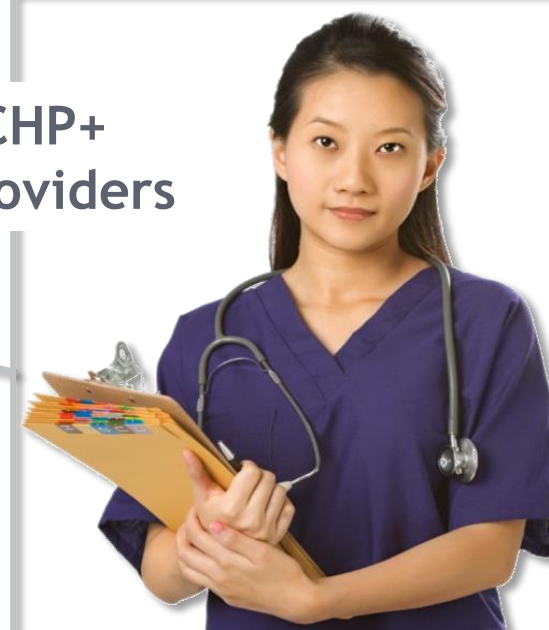


Medicaid



Xerox State
Healthcare

Medicaid/CHP+
Medical Providers



COLORADO
Department of Health Care
Policy & Financing

Training Objectives

- Billing Pre-Requisites
 - National Provider Identifier (NPI)
 - What it is and how to obtain one
 - Eligibility
 - How to verify
 - Know the different types
- Billing Basics
 - How to ensure your claims are timely
 - When to use the CMS 1500 paper claim form
 - How to bill when other payers are involved



COLORADO

Department of Health Care
Policy & Financing

What is an NPI?

- National Provider Identifier
- Unique 10-digit identification number issued to U.S. health care providers by CMS
- All HIPAA covered health care providers/organizations must use NPI in all billing transactions
- Are permanent once assigned
 - Regardless of job/location changes



COLORADO

Department of Health Care
Policy & Financing

What is an NPI? (cont.)

How to Obtain & Learn Additional Information:

- CMS web page (paper copy)-
 - www.dms.hhs.gov/nationalproldentstand/
- National Plan and Provider Enumeration System (NPPES)-
 - www.nppes.cms.hhs.gov
- Enumerator-
 - 1-800-456-3203
 - 1-800-692-2326 TTY



COLORADO

Department of Health Care
Policy & Financing

NEW! Department Website

The image shows a screenshot of the Colorado Department of Health Care Policy & Financing website. A purple circle with the number '1' and an arrow points to the address bar, which contains the URL <https://www.colorado.gov/hcpf>. A purple box also contains the text www.colorado.gov/hcpf. A purple circle with the number '2' and an arrow points to the 'For Our Providers' link in the navigation menu. The website header includes the Colorado state logo, the text 'Colorado The Official Web Portal', a 'Translate' button, and a search bar. The main content area features a navigation menu with links: Home, For Our Members, For Our Providers, and For Our Stakeholders. Below the navigation menu, there is a banner stating: 'We administer Medicaid, Child Health Plan Plus, and other health care programs for Coloradans who qualify.' The main content area is divided into four columns: 'Explore Benefits' (with a magnifying glass icon), 'Apply Now' (with a checkmark icon), 'Find Doctors' (with a group of people icon), and 'Get Help' (with an information icon). At the bottom, there are two boxes: 'Feeling Sick?' (with a nurse icon) and 'Get Covered. Stay Healthy.' (with an umbrella icon). The 'Feeling Sick?' box includes the text 'For medical advice, call the Nurse Line: 800-283-3221'. The 'Get Covered. Stay Healthy.' box includes the text 'colorado.gov/health'.

1

<https://www.colorado.gov/hcpf>

2

For Our Providers

Home For Our Members For Our Providers For Our Stakeholders

We administer Medicaid, Child Health Plan Plus, and other health care programs for Coloradans who qualify.

Explore Benefits Apply Now Find Doctors Get Help

Feeling Sick? For medical advice, call the Nurse Line: 800-283-3221

Get Covered. Stay Healthy. colorado.gov/health



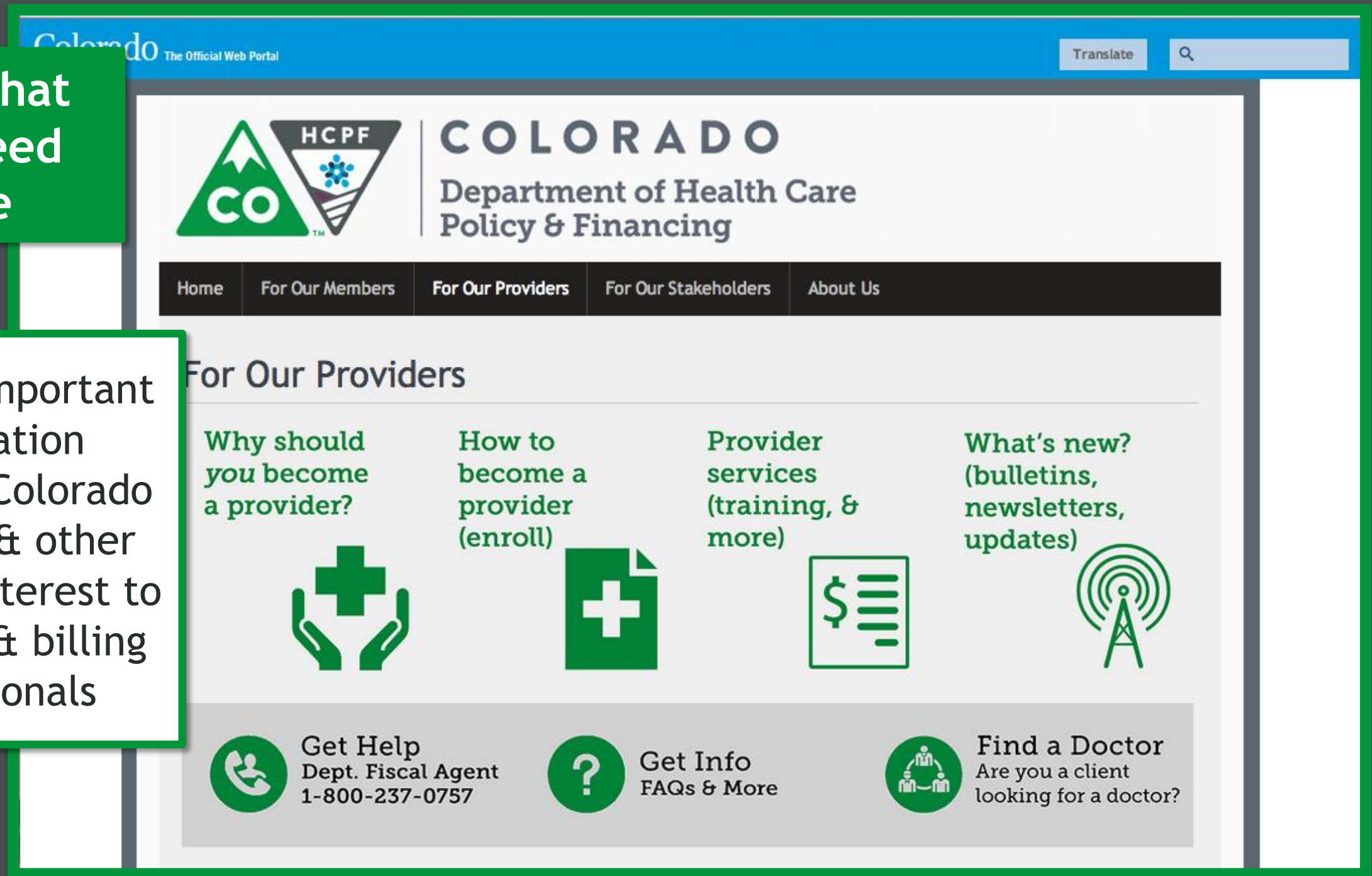
COLORADO

Department of Health Care
Policy & Financing

NEW! Provider Home Page

Find what
you need
here

Contains important
information
regarding Colorado
Medicaid & other
topics of interest to
providers & billing
professionals



COLORADO
Department of Health Care
Policy & Financing

Provider Enrollment

Question:

What does Provider Enrollment do?

Answer:

Enrolls **providers** into the Colorado Medical Assistance Program, not members

Question:

Who needs to enroll?

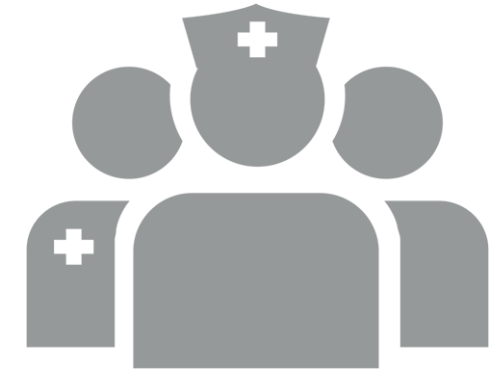
Answer:

Everyone who provides services for Medical Assistance Program members

Rendering Versus Billing

Rendering Provider

Individual that provides services to a Medicaid member



Billing Provider

Entity being reimbursed for service



Verifying Eligibility

- Always print & save copy of eligibility verifications
- Keep eligibility information in member's file for auditing purposes
- Ways to verify eligibility:



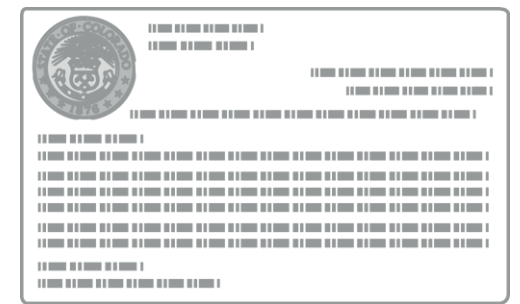
**Colorado Medical
Assistance Web Portal**



**Fax Back
1-800-493-0920**



**CMERS/AVRS
1-800-237-0757**



**Medicaid ID Card
with Switch Vendor**

Eligibility Response Information

Eligibility
Dates

Co-Pay
Information

Third Party
Liability
(TPL)

Prepaid
Health Plan

Medicare

Special
Eligibility

BHO

Guarantee
Number

Eligibility Request Response (271)

[Print](#) [Return To Eligibility Inquiry](#)

Eligibility Request

Provider ID: National Pro
From DOS: Through D
Client Detail
State ID: DOB:
Last Name: First Name

CO MEDICAL ASSISTANCE

Response Creation Date & Time: 05/19/20

Contact Information for Questions on Res
Provider Relations Number: 800-237-075

Requesting Provider
Provider ID:
Name:

Client Details
Name:
State ID:

Client Eligibility Details

Eligibility Status: **Eligible**
Eligibility Benefit Date:
04/06/2011 - 04/06/2011
Guarantee Number: **111400000000**
Coverage Name: Medicaid

PREPAID HEALTH PLAN OR ACCOUNTABLE CARE COLLABORATIVE

Eligibility Benefit Date:
04/06/2011 - 04/06/2011
Messages:

MHPROV Services

Provider Name:
COLORADO HEALTH PARTNERSHIPS LLC

Provider Contact Phone Number:
800-804-5008

Information appears in sections:

- Requesting Provider, Member Details, Member Eligibility Details, etc.
- Use scroll bar on right to view details

Successful inquiry notes a Guarantee Number:

- Print copy of response for member's file when necessary

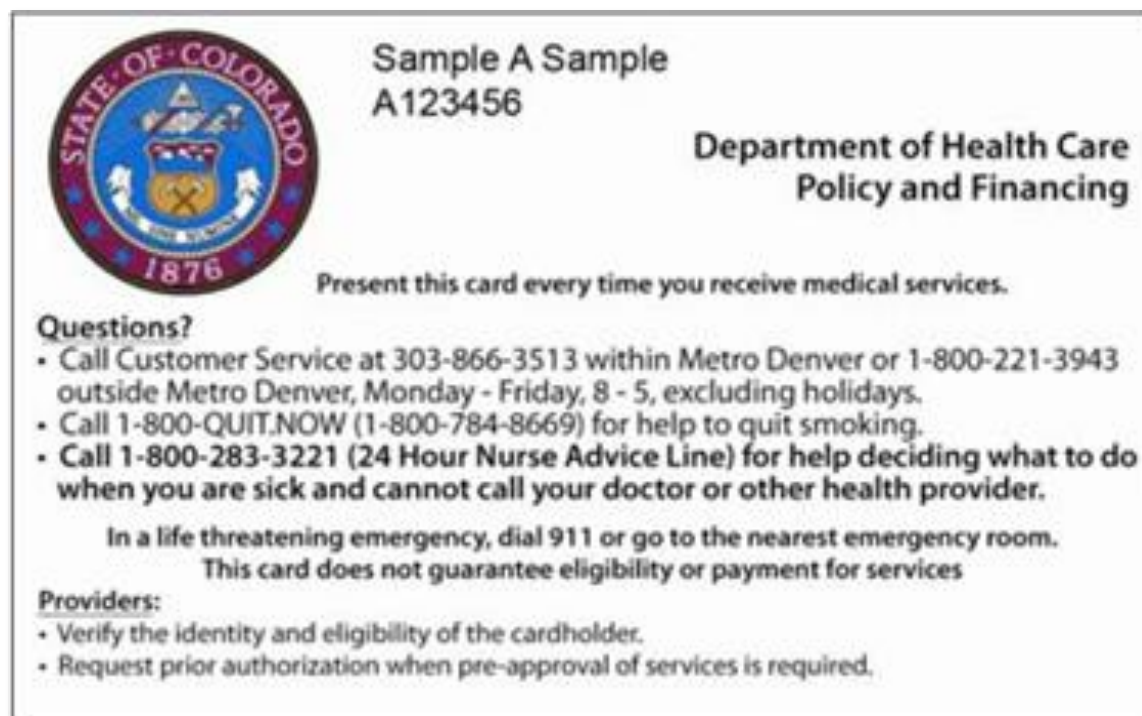
Reminder:

- Information received is based on what is available through the Colorado Benefits Management System (CBMS)
- Updates may take up to 72 hours



Medicaid Identification Cards

- Both cards are valid
- Identification Card does not guarantee eligibility



Eligibility Types

- Most members = Regular Colorado Medicaid benefits
- Some members = different eligibility type
 - Modified Medical Programs
 - Non-Citizens
 - Presumptive Eligibility
- Some members = additional benefits
 - Managed Care
 - Medicare
 - Third Party Insurance

Eligibility Types

Modified Medical Programs

- Members are not eligible for regular benefits due to income
- Some Colorado Medical Assistance Program payments are reduced
- Providers cannot bill the member for the amount not covered
- Maximum member co-pay for OAP-State is \$300
- Does not cover:
 - Long term care services
 - Home and Community Based Services (HCBS)
 - Inpatient, psych or nursing facility services

Eligibility Types

Non-Citizens

- Only covered for admit types:
 - Emergency = 1
 - Trauma = 5
- Emergency services (must be certified in writing by provider)
 - Member health in serious jeopardy
 - Seriously impaired bodily function
 - Labor / Delivery
- Member may not receive medical identification care before services are rendered
- Member must submit statement to county case worker
- County enrolls member for the time of the emergency service only

What Defines an “Emergency”?

- Sudden, urgent, usually unexpected occurrence or occasion requiring immediate action such that of:
 - Active labor & delivery
 - Acute symptoms of sufficient severity & severe pain in which, the absence of immediate medical attention might result in:
 - Placing health in serious jeopardy
 - Serious impairment to bodily functions
 - Dysfunction of any bodily organ or part

Eligibility Types

Presumptive Eligibility

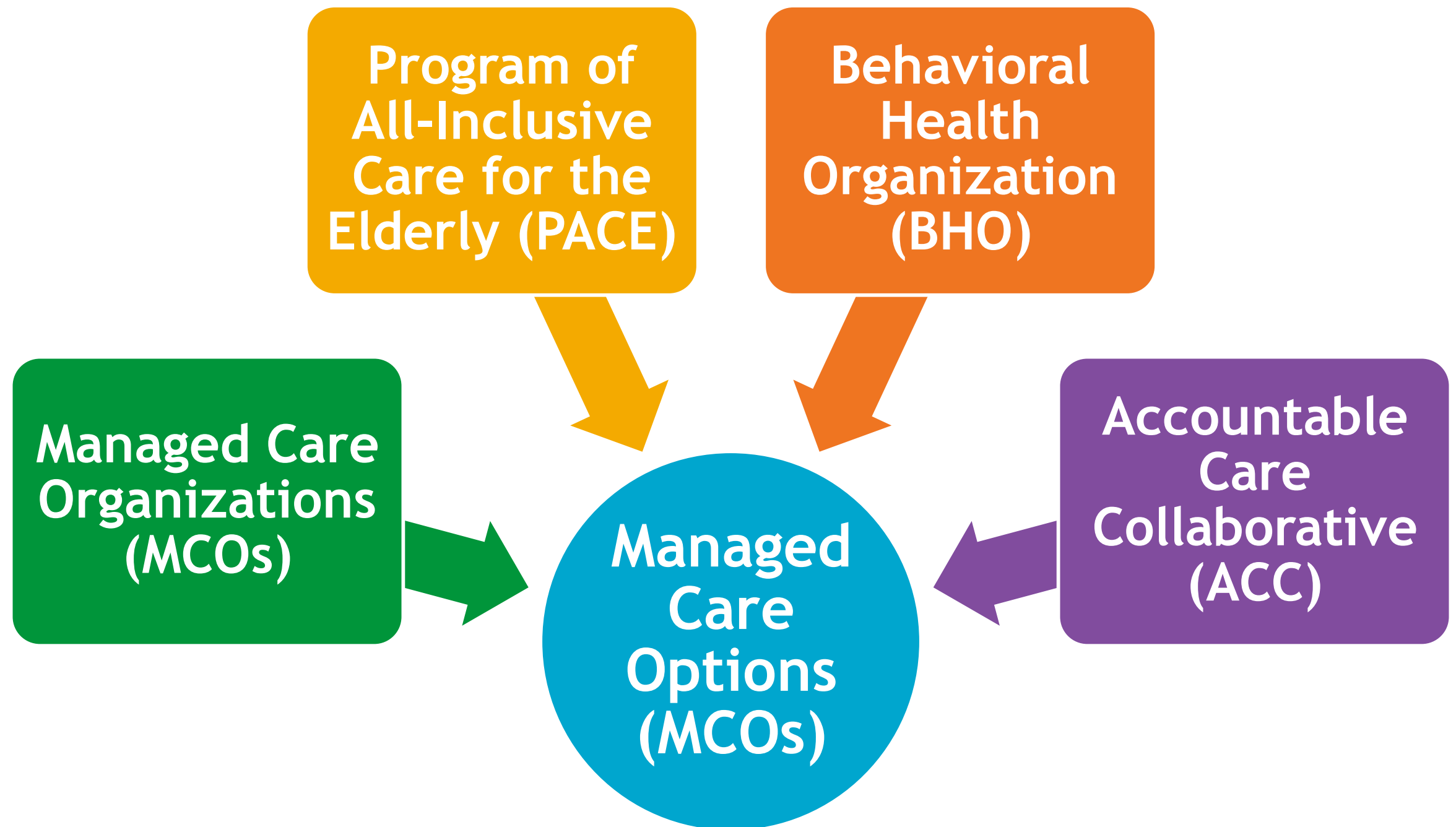
- Temporary coverage of Colorado Medicaid or CHP+ services until eligibility is determined
 - Member eligibility may take up to 72 hours before available
- Medicaid Presumptive Eligibility is only available to:
 - Pregnant women
 - Covers DME and other outpatient services
 - Children ages 18 and under
 - Covers all Medicaid covered services
 - Labor / Delivery
- CHP+ Presumptive Eligibility
 - Covers all CHP+ covered services, except dental

Eligibility Types

Presumptive Eligibility (cont.)

- Verify Medicaid Presumptive Eligibility through:
 - Web Portal
 - Faxback
 - CMERS
 - May take up to 72 hours before available
- Medicaid Presumptive Eligibility claims
 - Submit to the Fiscal Agent
 - Xerox Provider Services- 1-800-237-0757
- CHP+ Presumptive Eligibility and claims
 - Colorado Access- 1-888-214-1101

Managed Care Options



Managed Care Options

Managed Care Organization (MCO)

- Eligible for Fee-for-Service if:
 - MCO benefits exhausted
 - Bill on paper with copy of MCO denial
 - Service is not a benefit of the MCO
 - Bill directly to the fiscal agent
 - MCO not displayed on the eligibility verification
 - Bill on paper with copy of the eligibility print-out

Managed Care Options

Behavioral Health Organization (BHO)

- Community Mental Health Services Program
 - State divided into 5 service areas
 - Each area managed by a specific BHO
 - Colorado Medical Assistance Program Providers
 - Contact BHO in your area to become a Mental Health Program Provider

Managed Care Options

Accountable Care Collaborative (ACC)

- Connects Medicaid members to:
 - Regional Care Collaborative Organization (RCCO)
 - Medicaid Providers
 - Connects Medicaid members to:
- Helps coordinate Member care
 - Helps with care transitions

Medicare

- Medicare members may have:
 - Part A only- covers Institutional Services
 - Hospital Insurance
 - Part B only- covers Professional Services
 - Medical Insurance
 - Part A and B- covers both services
 - Part D- covers Prescription Drugs

Medicare

Qualified Medicare Beneficiary (QMB)

- Bill like any other TPL
- Members only pay Medicaid co-pay
- Covers any service covered by Medicare
 - QMB Medicaid- members also receive Medicaid benefits
 - QMB Only- members do not receive Medicaid benefits
 - Pays only coinsurance and deductibles of a Medicare paid claim

Medicare

Medicare-Medicaid Enrollees

- Eligible for both Medicare & Medicaid
- Formerly known as “Dual Eligible”
- Medicaid is always payer of last resort
 - Bill Medicare first for Medicare-Medicaid Enrollee members
- Retain proof of:
 - Submission to Medicare prior to Colorado Medical Assistance Program
 - Medicare denials(s) for six years

Third Party Liability

- Colorado Medicaid pays Lower of Pricing (LOP)

- Example:

- Charge = \$500
- Program allowable = \$400
- TPL payment = \$300
- Program allowable - TPL payment = LOP

$$\begin{array}{r} \$400.00 \\ - \$300.00 \\ = \$100.00 \end{array}$$

Commercial Insurance

- Colorado Medicaid always payer of last resort
- Indicate insurance on claim
- Provider cannot:
 - Bill member difference or commercial co-payments
 - Place lien against members right to recover
 - Bill at-fault party's insurance

Co-Payment Exempt Members



**Nursing Facility
Residents**



Children



**Pregnant
Women**

Co-Payment Facts

- Auto-deducted during claims processing
 - Do not deduct from charges billed on claim
- Collect from member at time of service
- Services that do not require co-pay:
 - Dental
 - Home Health
 - HCBS
 - Transportation
 - Emergency Services
 - Family Planning Services

Specialty Co-payments

Practitioner, Optometrist,
Speech Therapy, RHC / FQHC

\$2.00

DME / Supply

\$1.00 per date of service

Outpatient

\$3.00

Inpatient

\$10.00 per covered day or 50% of average
allowable daily rate- whichever is less

Psych Services

.50 per unit of service, 1 unit = 15 minutes

Billing Overview

**Record
Retention**

**Claim
submission**

**Prior
Authorization
Requests (PARs)**

Timely filing

**Extensions for
timely filing**

Record Retention

Providers must:

- Maintain records for at least 6 years
- Longer if required by:
 - Regulation
 - Specific contract between provider & Colorado Medical Assistance Program
- Furnish information upon request about payments claimed for Colorado Medical Assistance Program services

Record Retention

Medical records must:

- Substantiate submitted claim information
- Be signed & dated by person ordering & providing the service
 - Computerized signatures & dates may be used if electronic record keeping system meets Colorado Medical Assistance Program security requirements

Submitting Claims

Methods to submit:

- Electronically through Web Portal
- Electronically using Batch Vendor, Clearinghouse, or Billing Agent
- **Paper only when:**
 - Pre-approved (consistently submits less than 5 per month)
 - Claims require attachments

ICD-10 Implementation Delay

ICD-10 Implementation delayed until 10/1/2015

Claims with Dates of Service (DOS) on or before 9/30/15

Use ICD-9 codes

Claims with Dates of Service (DOS) on or after 10/1/2015

Use ICD-10 codes

Claims submitted with both ICD-9 and ICD-10 codes

Will be rejected

Providers Not Enrolled with EDI



COLORADO MEDICAL ASSISTANCE PROGRAM

Provider EDI Enrollment Application

Colorado Medical Assistance Program
PO Box 1100
Denver, Colorado 80201-1100
1-800-237-0757
colorado.gov/hcpf

Providers must be enrolled with EDI to:

- use the Web Portal
- submit HIPAA compliant claims
- make inquiries
- retrieve reports electronically
 - Select Provider Application for EDI Enrollment

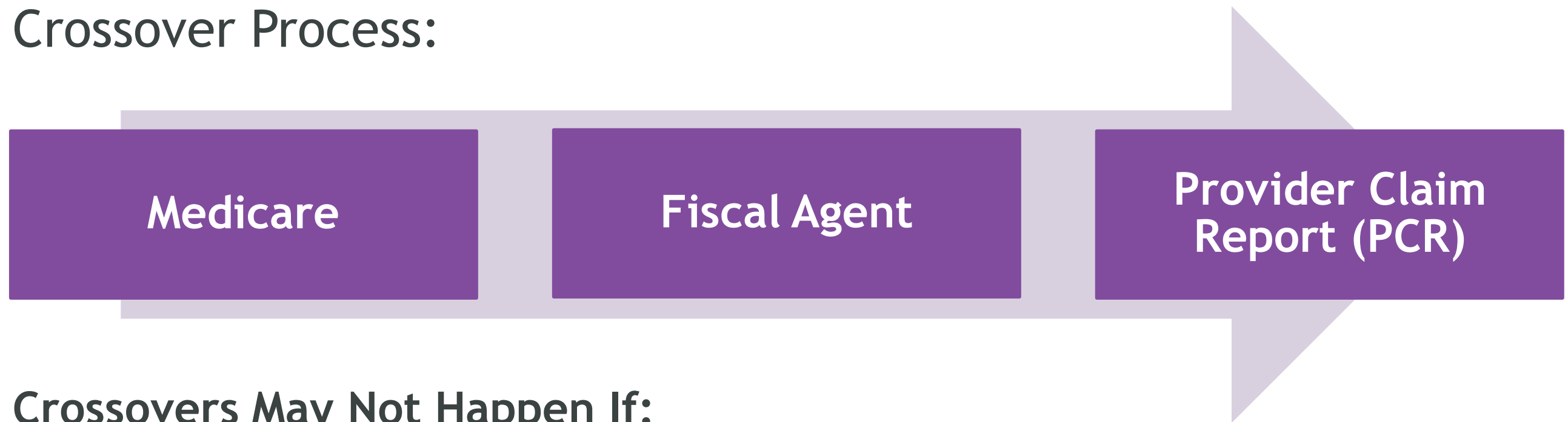
Colorado.gov/hcpf/EDI-Support



COLORADO
Department of Health Care
Policy & Financing

Crossover Claims

Automatic Medicare Crossover Process:



Crossovers May Not Happen If:

- NPI not linked
- Member is a retired railroad employee
- Member has incorrect Medicare number on file

Crossover Claims

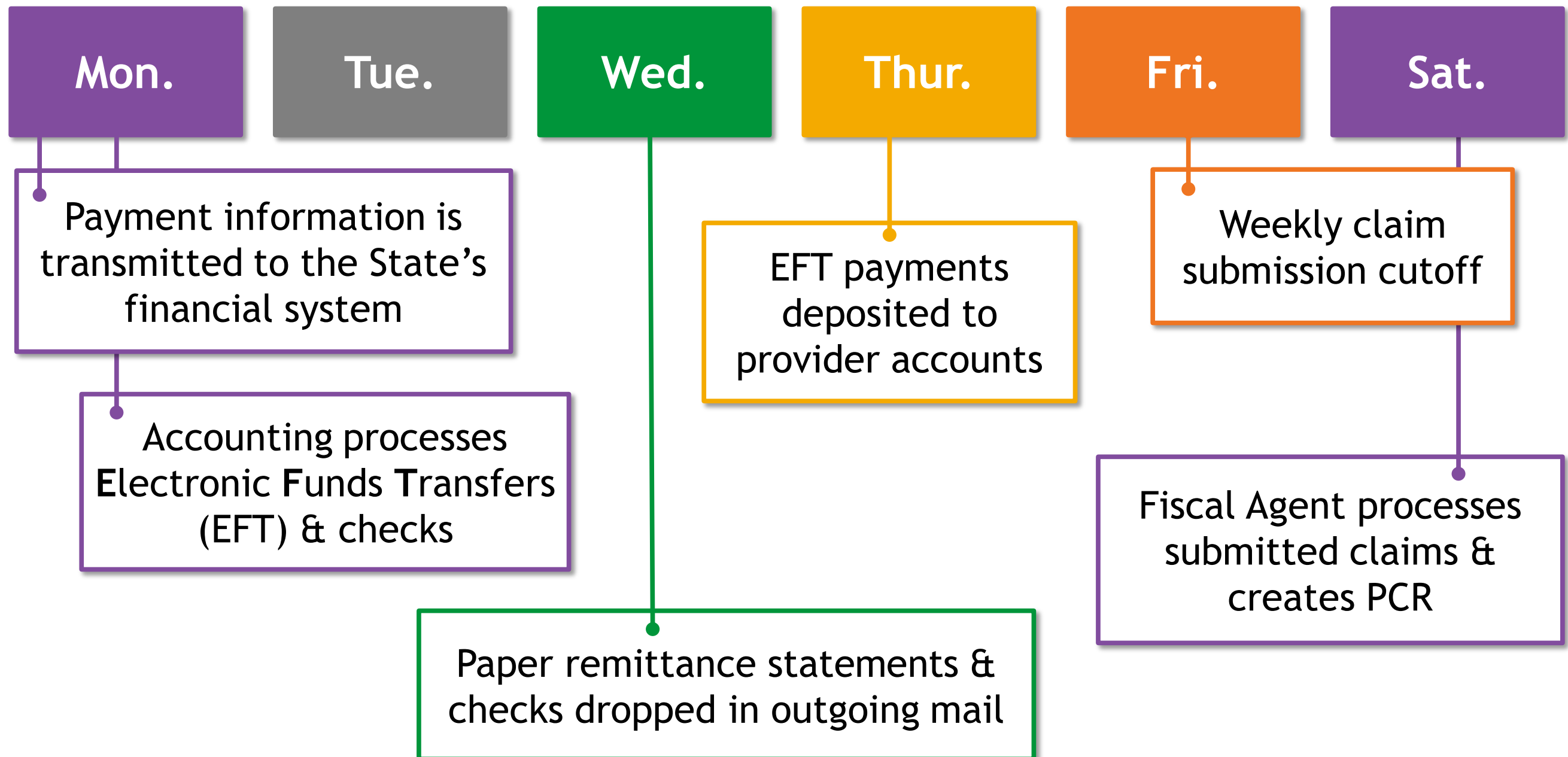
Provider Submitted Crossover Process:



Additional Information:

- Submit claim yourself if Medicare crossover claim not on PCR within 30 days
- Crossovers may be submitted on paper or electronically
- Providers must submit copy of SPR with paper claims
- Provider must retain SPR for audit purposes

Payment Processing Schedule



Electronic Funds Transfer (EFT)

Advantages

Free!

No postal service delays

Automatic deposits every Friday

Safest, fastest & easiest way to receive payments

[Colorado.gov/hcpf/provider-forms](https://colorado.gov/hcpf/provider-forms) → Other Forms

PARs Reviewed by ColoradoPAR

With the exception of Waiver and Nursing Facilities:

- The ColoradoPAR Program processes all PARs
 - including revisions
- Visit ColoradoPAR.com for more information

Mail:

Prior Authorization Request
55 N Robinson Ave., Suite 600
Oklahoma City, OK 73102

Phone:

Phone: 1.888.454.7686
FAX: 1.866.492.3176
Web: ColoradoPAR.com

Electronic PAR Information

- PARs/revisions processed by the ColoradoPAR Program must be submitted via CareWebQI (CWQI)
- The ColoradoPAR Program will process PARs submitted by phone for:
 - emergent out-of-state
 - out-of area inpatient stays
 - e.g. where the patient is not in their home community and is seeking care with a specialist, and requires an authorization due to location constraints

PAR Letters/Inquiries

- Continue utilizing Web Portal for PAR letter retrieval/PAR status inquiries
- PAR number on PAR letter is only number accepted when submitting claims
- If a PAR Inquiry is performed and you cannot retrieve the information:
 - contact the ColoradoPAR Program
 - ensure you have the right PAR type
 - e.g. Medical PAR may have been requested but processed as a Supply PAR

PARs Reviewed by the Department

- Continue utilizing Web Portal for PAR letter retrieval/PAR status inquiries
- PAR number on PAR letter is the ONLY number accepted when submitting claims
- Long Term Care Nursing Facility PARs only

Waiver PARs

Community Center Board Adult & Children DHS Waivers

- Supported Living Services (SLS)
- Developmentally Disabled (DD)
- Children's Extensive Support (CES)
- Day Habilitation Services and Support (DHSS)

Community Center Board Children DHS Waivers

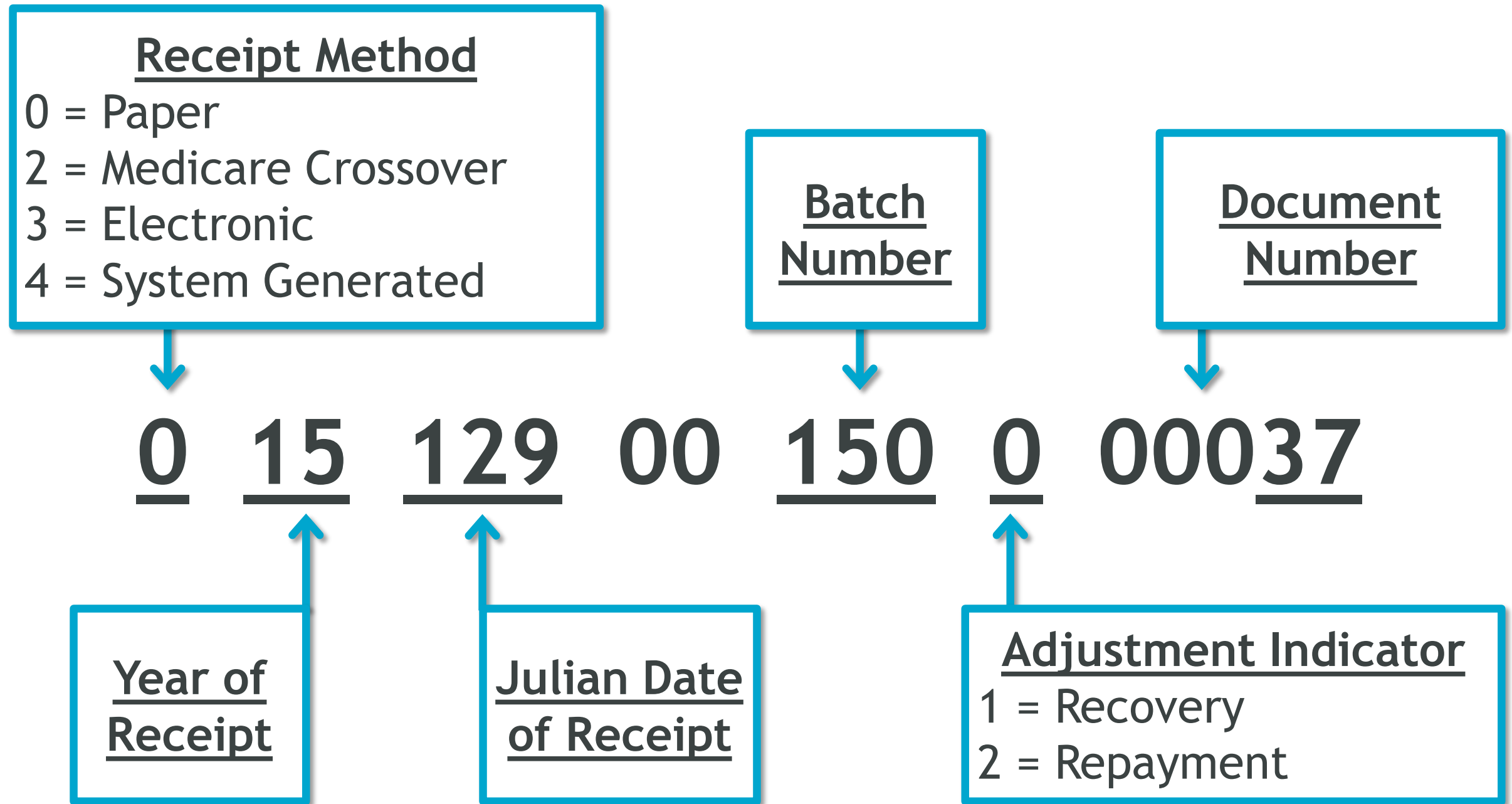
- Children's Habilitation Residential Program (CHRP)

Waiver PARs (cont.)

Case Management Agency Adult & Children HCPF Waivers

- Elderly Blind and Disabled (EBD)
- Community Mental Health Services (CMHS)
- Brain Injury (BI)
- Spinal Cord Injury (SCI)
- Children's Home Community Based Services (CHCBS)
- Children With Autism (CWA)
- Children with Life Limiting Illness (CLLI)

Transaction Control Number



Timely Filing

120 days from Date of Service (DOS)

- Determined by date of receipt, not postmark
- PARs are not proof of timely filing
- Certified mail is not proof of timely filing
- Example - DOS January 1, 20XX:
 - Julian Date: 1
 - Add: 120
 - Julian Date = 121
 - Timely Filing = Day 121 (May 1st)

Timely Filing

From “through” DOS

- Nursing Facility
- Home Health
- Waiver
- In- & Outpatient
- UB-04 Services

From delivery date

- Obstetrical Services
- Professional Fees
- Global Procedure Codes:
- Service Date = Delivery Date

From DOS

FQHC Separately Billed and additional Services

Documentation for Timely Filing

60 days from date on:

- Provider Claim Report (PCR) Denial
- Rejected or Returned Claim
- Use delay reason codes on 837I transaction
- Keep supporting documentation

Paper Claims

- UB-04- Enter Occurrence Code 53 and the date of the last adverse action

Timely Filing

Medicare/Medicaid Enrollees

Medicare pays claim

120 days from Medicare
payment date

Medicare denies claim

60 days from Medicare
denial date

Timely Filing Extensions

Extensions may be allowed when:

- Commercial insurance has yet to pay/deny
- Delayed member eligibility notification
 - Delayed Eligibility Notification Form
- Backdated eligibility
 - Load letter from county

Timely Filing Extensions

Commercial Insurance

- 365 days from DOS
- 60 days from payment/denial date
- When nearing the 365 day cut-off:
 - File claim with Colorado Medicaid
 - Receive denial or rejection
 - Continue re-filing every 60 days until insurance information is available

Timely Filing Extensions

Delayed Notification

- 60 days from eligibility notification date
 - Certification & Request for Timely Filing Extension - Delayed Eligibility Notification Form
 - Located in Forms section
 - Complete & retain for record of LBOD
- Bill electronically
 - If paper claim required, submit with copy of Delayed Eligibility Notification Form
- Steps you can take:
 - Review past records
 - Request billing information from member

Timely Filing Extensions

Backdated Eligibility

120 days from date county enters eligibility into system

- Report by obtaining State-authorized letter identifying:
 - County technician
 - Member name
 - Delayed or backdated
 - Date eligibility was updated

CMS 1500

Who completes the CMS 1500?

HCBS/Waiver
providers


Vision providers

Physicians

Supply providers

Surgeons

Transportation
providers



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 8/97

CARRIER

NUCC

1. MEDICARE ☐ MEDICAID ☐ TRICARE ☐ CHAMPVA ☐ GROUP HEALTH PLAN ☐ OTHER ☐ (Specify) ☐ (Specify) ☐ (Specify) ☐ (Specify) ☐ (Specify)

NUCC

2. PATIENT'S NAME (Last Name, First Name, Middle Initial)

3. PATIENT'S ADDRESS (No. Street)

CITY STATE ZIP CODE TELEPHONE (Include Area Code)

4. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)

5. OTHER INSURED'S POLICY OR GROUP NUMBER

6. RESERVED FOR NUCC USE

7. RESERVED FOR NUCC USE

8. INSURANCE PLAN NAME OR PROGRAM NAME

9. PATIENT'S BIRTH DATE (MM DD YY) SEX ☐ M ☐ F

10. PATIENT RELATIONSHIP TO INSURED

11. RESERVED FOR NUCC USE

12. IS PATIENT'S CONDITION RELATED TO:

13. EMPLOYMENT (Current or Previous)

14. AUTO ACCIDENT? ☐ YES ☐ NO

15. OTHER ACCIDENT? ☐ YES ☐ NO

16. CLAIM CODE (Designated by NUCC)

17. INSURED'S ID NUMBER (For Program # Item 1)

18. INSURED'S NAME (Last Name, First Name, Middle Initial)

19. INSURED'S ADDRESS (No. Street)

CITY STATE ZIP CODE TELEPHONE (Include Area Code)

20. INSURED'S POLICY GROUP OR POLY NUMBER

21. INSURED'S DATE OF BIRTH (MM DD YY) SEX ☐ M ☐ F

22. OTHER CLAIM # (Designated by NUCC)

23. INSURANCE PLAN NAME OR PROGRAM NAME

24. IS THERE ANOTHER HEALTH BENEFIT PLAN?

☐ YES ☐ NO If yes, complete Items 9, 10, and 11.

25. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (Indicates payment of medical benefits in the undersigned physician is equal to amount described below)

SIGNED DATE

14. DATE OF CURRENT ILLNESS, INJURY, & PREGNANCY (MM DD YY) QUAIL

15. OTHER DATE (MM DD YY) QUAIL

16. NAME OF PROVIDING PROVIDER OR OTHER SOURCE

17. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)

18. CHARGES OR NATURE OF ILLNESS OR INJURY (Please A.L.L. in service the below ONE)

A. I. B. I. C. I. D. I. E. I. F. I. G. I. H. I. I. I. J. I. K. I. L. I. M. I. N. I. O. I. P. I. Q. I. R. I. S. I. T. I. T. I. U. I. V. I. W. I. X. I. Y. I. Z. I. AA. I. AB. I. AC. I. AD. I. AE. I. AF. I. AG. I. AH. I. AI. I. AJ. I. AK. I. AL. I. AM. I. AN. I. AO. I. AP. I. AQ. I. AR. I. AS. I. AT. I. AU. I. AV. I. AW. I. AX. I. AY. I. AZ. I. BA. I. BB. I. BC. I. BD. I. BE. I. BF. I. BG. I. BH. I. BI. I. BJ. I. BK. I. BL. I. BM. I. BN. I. BO. I. BP. I. BQ. I. BR. I. BS. I. BT. I. BU. I. BV. I. BW. I. BX. I. BY. I. BZ. I. CA. I. CB. I. CC. I. CD. I. CE. I. CF. I. CG. I. CH. I. CI. I. CJ. I. CK. I. CL. I. CM. I. CN. I. CO. I. CP. I. CQ. I. CR. I. CS. I. CT. I. CU. I. CV. I. CW. I. CX. I. CY. I. CZ. I. DA. I. DB. I. DC. I. DD. I. DE. I. DF. I. DG. I. DH. I. DI. I. DJ. I. DK. I. DL. I. DM. I. DN. I. DO. I. DP. I. DQ. I. DR. I. DS. I. DT. I. DU. I. DV. I. DW. I. DX. I. DY. I. DZ. I. EA. I. EB. I. EC. I. ED. I. EE. I. EF. I. EG. I. EH. I. EI. I. EJ. I. EK. I. EL. I. EM. I. EN. I. EO. I. EP. I. EQ. I. ER. I. ES. I. ET. I. EU. I. EV. I. EW. I. EX. I. EY. I. EZ. I. FA. I. FB. I. FC. I. FD. I. FE. I. FF. I. FG. I. FH. I. FI. I. FJ. I. FK. I. FL. I. FM. I. FN. I. FO. I. FP. I. FQ. I. FR. I. FS. I. FT. I. FU. I. FV. I. FW. I. FX. I. FY. I. FZ. I. GA. I. GB. I. GC. I. GD. I. GE. I. GF. I. GH. I. GI. I. GJ. I. GK. I. GL. I. GM. I. GN. I. GO. I. GP. I. GQ. I. GR. I. GS. I. GT. I. GU. I. GV. I. GW. I. GX. I. GY. I. GZ. I. HA. I. HB. I. HC. I. HD. I. HE. I. HF. I. HG. I. HH. I. HI. I. HJ. I. HK. I. HL. I. HM. I. HN. I. HO. I. HP. I. HQ. I. HR. I. HS. I. HT. I. HU. I. HV. I. HW. I. HX. I. HY. I. HZ. I. IA. I. IB. I. IC. I. ID. I. IE. I. IF. I. IG. I. IH. I. II. I. IJ. I. IK. I. IL. I. IM. I. IN. I. IO. I. IP. I. IQ. I. IR. I. IS. I. IT. I. IU. I. IV. I. IW. I. IX. I. IY. I. IZ. I. JA. I. JB. I. JC. I. JD. I. JE. I. JF. I. JG. I. JH. I. JI. I. JJ. I. JK. I. JL. I. JM. I. JN. I. JO. I. JP. I. JQ. I. JR. I. JS. I. JT. I. JU. I. JV. I. JW. I. JX. I. JY. I. JZ. I. KA. I. KB. I. KC. I. KD. I. KE. I. KF. I. KG. I. KH. I. KI. I. KJ. I. KK. I. KL. I. KM. I. KN. I. KO. I. KP. I. KQ. I. KR. I. KS. I. KT. I. KU. I. KV. I. KW. I. KX. I. KY. I. KZ. I. LA. I. LB. I. LC. I. LD. I. LE. I. LF. I. LG. I. LH. I. LI. I. LJ. I. LK. I. LL. I. LM. I. LN. I. LO. I. LP. I. LQ. I. LR. I. LS. I. LT. I. LU. I. LV. I. LW. I. LX. I. LY. I. LZ. I. MA. I. MB. I. MC. I. MD. I. ME. I. MF. I. MG. I. MH. I. MI. I. MJ. I. MK. I. ML. I. MN. I. MO. I. MP. I. MQ. I. MR. I. MS. I. MT. I. MU. I. MV. I. MW. I. MX. I. MY. I. MZ. I. NA. I. NB. I. NC. I. ND. I. NE. I. NF. I. NG. I. NH. I. NI. I. NJ. I. NK. I. NL. I. NM. I. NN. I. NO. I. NP. I. NQ. I. NR. I. NS. I. NT. I. NU. I. NV. I. NW. I. NX. I. NY. I. NZ. I. OA. I. OB. I. OC. I. OD. I. OE. I. OF. I. OG. I. OH. I. OI. I. OJ. I. OK. I. OL. I. OM. I. ON. I. OO. I. OP. I. OQ. I. OR. I. OS. I. OT. I. OU. I. OV. I. OW. I. OX. I. OY. I. OZ. I. PA. I. PB. I. PC. I. PD. I. PE. I. PF. I. PG. I. PH. I. PI. I. PJ. I. PK. I. PL. I. PM. I. PN. I. PO. I. PP. I. PQ. I. PR. I. PS. I. PT. I. PU. I. PV. I. PW. I. PX. I. PY. I. PZ. I. QA. I. QB. I. QC. I. QD. I. QE. I. QF. I. QG. I. QH. I. QI. I. QJ. I. QK. I. QL. I. QM. I. QN. I. QO. I. QP. I. QQ. I. QR. I. QS. I. QT. I. QU. I. QV. I. QW. I. QX. I. QY. I. QZ. I. RA. I. RB. I. RC. I. RD. I. RE. I. RF. I. RG. I. RH. I. RI. I. RJ. I. RK. I. RL. I. RM. I. RN. I. RO. I. RP. I. RQ. I. RR. I. RS. I. RT. I. RU. I. RV. I. RW. I. RX. I. RY. I. RZ. I. SA. I. SB. I. SC. I. SD. I. SE. I. SF. I. SG. I. SH. I. SI. I. SJ. I. SK. I. SL. I. SM. I. SN. I. SO. I. SP. I. SQ. I. SR. I. SS. I. ST. I. SU. I. SV. I. SW. I. SX. I. SY. I. SZ. I. TA. I. TB. I. TC. I. TD. I. TE. I. TF. I. TG. I. TH. I. TI. I. TJ. I. TK. I. TL. I. TM. I. TN. I. TO. I. TP. I. TQ. I. TR. I. TS. I. TT. I. TU. I. TV. I. TW. I. TX. I. TY. I. TZ. I. UA. I. UB. I. UC. I. UD. I. UE. I. UF. I. UG. I. UH. I. UI. I. UJ. I. UK. I. UL. I. UM. I. UN. I. UO. I. UP. I. UQ. I. UR. I. US. I. UT. I. UU. I. UV. I. UW. I. UX. I. UY. I. UZ. I. VA. I. VB. I. VC. I. VD. I. VE. I. VF. I. VG. I. VH. I. VI. I. VJ. I. VK. I. VL. I. VM. I. VN. I. VO. I. VP. I. VQ. I. VR. I. VS. I. VT. I. VU. I. VV. I. VW. I. VX. I. VY. I. VZ. I. WA. I. WB. I. WC. I. WD. I. WE. I. WF. I. WG. I. WH. I. WI. I. WJ. I. WK. I. WL. I. WM. I. WN. I. WO. I. WP. I. WQ. I. WR. I. WS. I. WT. I. WU. I. WV. I. WW. I. WX. I. WY. I. WZ. I. XA. I. XB. I. XC. I. XD. I. XE. I. XF. I. XG. I. XH. I. XI. I. XJ. I. XK. I. XL. I. XM. I. XN. I. XO. I. XP. I. XQ. I. XR. I. XS. I. XT. I. XU. I. XV. I. XW. I. XX. I. XY. I. XZ. I. YA. I. YB. I. YC. I. YD. I. YE. I. YF. I. YG. I. YH. I. YI. I. YJ. I. YK. I. YL. I. YM. I. YN. I. YO. I. YP. I. YQ. I. YR. I. YS. I. YT. I. YU. I. YV. I. YW. I. YX. I. YY. I. YZ. I. ZA. I. ZB. I. ZC. I. ZD. I. ZE. I. ZF. I. ZG. I. ZH. I. ZI. I. ZJ. I. ZK. I. ZL. I. ZM. I. ZN. I. ZO. I. ZP. I. ZQ. I. ZR. I. ZS. I. ZT. I. ZU. I. ZV. I. ZW. I. ZX. I. ZY. I. ZZ. I. AA. I. AB. I. AC. I. AD. I. AE. I. AF. I. AG

Common Denial Reasons

Timely Filing

Claim was submitted more than 120 days without a LBOD

Duplicate Claim

A subsequent claim was submitted after a claim for the same service has already been paid

Bill Medicare or Other Insurance

Medicaid is always the “Payer of Last Resort” - Provider should bill all other appropriate carriers first

Common Denial Reasons

PAR not on file

No approved authorization on file for services that are being submitted

Total Charges invalid

Line item charges do not match the claim total

Type of Bill

Claim was submitted with an incorrect or invalid type of bill

Claims Process - Common Terms



Reject

Claim has primary data edits - not accepted by claims processing system



Denied

Claim processed & denied by claims processing system



Accept

Claim accepted by claims processing system



Paid

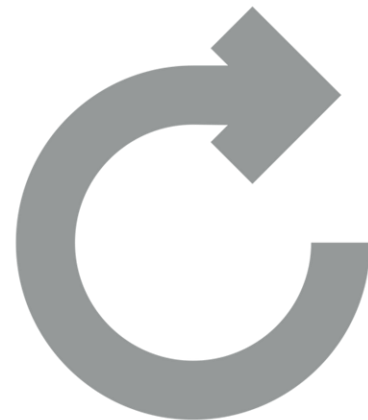
Claim processed & paid by claims processing system

Claims Process - Common Terms



Adjustment

Correcting
under/overpayments,
claims paid at zero &
claims history info



Rebill

Re-bill
previously
denied claim



Suspend

Claim must
be manually
reviewed before
adjudication



Void

“Cancelling” a
“paid” claim
(wait 48 hours
to rebill)

Adjusting Claims

What is an adjustment?

- Adjustments create a replacement claim
- Two step process: Credit & Repayment

Adjust a claim when

- Provider billed incorrect services or charges
- Claim paid incorrectly

Do not adjust when

- Claim was denied
- Claim is in process
- Claim is suspended

Adjustment Methods



Web Portal

- Preferred method
- Easier to submit & track



Paper

- Complete Adjustment Transmittal form
- Be concise & clear

Provider Claim Reports (PCRs)

Contains the following claims information:

- Paid
- Denied
- Adjusted
- Voided
- In process

Providers required to retrieve PCR through File & Report Service (FRS)

- Via Web Portal

Provider Claim Reports (PCRs)

- Available through FRS for 60 days
- Two options to obtain duplicate PCRs:
 - Fiscal agent will send encrypted email with copy of PCR attached
 - \$2.00/ page
 - Fiscal agent will mail copy of PCR via FedEx
 - Flat rate- \$2.61/ page for business address
 - \$2.86/ page for residential address
- Charge is assessed regardless of whether request made within 1 month of PCR issue date or not

Provider Claim Reports (PCRs)

Paid

```

* CLAIMS PAID *
*****
INVOICE ----- CLIENT ----- TRANSACTION DATES OF SVC TOTAL ALLOWED COPAY AMT OTH CLM PMT
NUM ----- NAME ----- STATE ID CONTROL NUMBER FROM TO CHARGES CHARGES PAID SOURCES AMOUNT
7015 CLIENT, IMA Z000000 040800000000000001 040508 040508 132.00 69.46 2.00 0.00 69.46
PROC CODE - MODIFIER 99214 - 040508 040508 132.00 69.46 2.00
TOTALS - THIS PROVIDER / THIS CATEGORY OF SERVICE .... TOTAL CLAIMS PAID 1 TOTAL PAYMENTS 69.46
    
```

Denied

```

* CLAIMS DENIED *
*****
INVOICE ----- CLIENT ----- TRANSACTION DATES OF SERVICE TOTAL ----- DENIAL REASONS -----
NUM ----- NAME ----- STATE ID CONTROL NUMBER FROM TO DENIED ----- ERROR CODES -----
STEDOTCCOT CLIENT, IMA A000000 308000000000000003 03/05/08 03/06/08 245.04 1348
TOTAL CLAIMS DENIED - THIS PROVIDER / THIS CATEGORY OF SERVICE 1
    
```

THE FOLLOWING IS A DESCRIPTION OF THE DENIAL REASON (EXC) CODES THAT APPEAR ABOVE:

1348 The billing provider specified is not a fully active provider because they are enrolled in an active/non-billable status of '62', '63', '64', or '65' for the FDOS on the claim. These active/non-billable providers can't receive payment directly. The provider must be in a fully active enrollment status of '60' or '61'.

Provider Claim Reports (PCRs)

Adjustments

Recovery

```

*****
* ADJUSTMENTS PAID *
*****
INVOICE --- CLIENT ----- TRANSACTION DATES OF SVC ADJ TOTAL ALLOWED COPAY AMT OTH CLM PMT
NUM ----- NAME ----- STATE ID CONTROL NUMBER FROM TO RSN CHARGES CHARGES PAID SOURCES AMOUNT
Z71 CLIENT, IMA A000000 40800000000100002 041008 041808 406 92.82- 92.82- 0.00 0.00 92.82-
PROC CODE - MOD T1019 - U1 041008 091808 92.82- 92.82-
Z71 CLIENT, IMA A000000 40800000000200002 041008 041808 406 114.24 114.24 0.00 0.00 114.24
PROC CODE - MOD T1019 - U1 041008 041808 114.24 114.24
NET IMPACT 21.42
  
```

Repayment

Net Impact

Voids

```

*****
* ADJUSTMENTS PAID *
*****
INVOICE - CLIENT ----- TRANSACTION DATES OF SVC ADJ TOTAL ALLOWED COPAY AMT OTH CLM PMT
NUM ----- NAME ----- STATE ID CONTROL NUMBER FROM TO RSN CHARGES CHARGES PAID SOURCES AMOUNT
A83 CLIENT, IMA Y000002 40800000000100009 040608 042008 212 642.60- 642.60- 0.00 0.00 642.60-
PROC CODE - MOD T1019 - U1 040608 042008 642.60- 642.60-
NET IMPACT 642.60-
  
```

Provider Services

Xerox
1-800-237-0757

Claims/Billing/ Payment

Forms/Website

EDI

Enrolling New Providers

Updating existing provider profile

CGI
1-888-538-4275

Email helpdesk.HCG.central.us@cgi.com

CMAP Web Portal technical support

CMAP Web Portal Password resets

CMAP Web Portal End User training

Thank you!



COLORADO

Department of Health Care
Policy & Financing